

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for [specific reason or gesture]. Your kindness and support have made a significant impact on my life.

Thank you once again for everything. I truly appreciate it.

Warm regards,

[Your Name]